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Circular H.S. 1

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Department of Education

# REQUIREMENTS

FOR

# CERTIFICATES AND DIPLOMAS

GRADES IX, X, XI, XII and XIII

IN

## COLLEGIATE INSTITUTES, HIGH, VOCATIONAL AND CONTINUATION SCHOOLS

AND FOR

GRADES IX and X

IN

## PUBLIC AND SEPARATE SCHOOLS

1951-1952

The relevant portions of this circular will be included also in Curriculum I. 1, Intermediate Division, Outlines of Courses for Experimental Use, revised and printed in 1951.

Issued by Authority of
The Minister of Education

# SUBJECTS OF STUDY

The time allotment suggested for the 40-period week represents an estimate of the relative requirements of the various subjects of study in each of the courses. The principal is not required to adhere rigidly to the number of periods set forth; special modifications of the time allotment to suit local conditions may be made.

Principals are advised to use a 40-period week in order to keep the number of lesson periods each day to a minimum. In smaller schools with limited teaching power, or in schools with departments of agriculture where pupils carry options in both Shop Work and Agriculture, principals may find it necessary to use a 45-period week.

In order to reduce the difficulties of transition from Grade VIII to Grade IX and to promote a closer relationship between teacher and pupil, principals of secondary schools are advised to keep to a minimum the number of teachers who teach in any one of the classes of Grades IX and X.

## GRADE IX

### GENERAL COURSE

| Obligatory Subjects | Number of Periods |
|---|---|
| English | 6 |
| Social Studies | 6 |
| Physical Education | 4 |
| Mathematics | 5 |
| Guidance (Occupations) | 2 |
| **Options**—Any three or four of Science, French, Latin, Art or Music or Art and Music, Shop Work or Home Economics, Agriculture, Typewriting or Business Practice | 16 |

Note 1.—**Re French.** A pupil who intends to select in Grade XI a course qualifying him for entrance to university should select French as an option in Grade IX.

Note 2.—**Re Latin.** For pupils who intend to select Latin as an option in Grade XI, the principal may provide a course in Latin either in Grade X or in Grades IX and X.

Note 3.—**Re Special Courses.** Where the approval of the Minister has been obtained, special courses may be arranged.

## VOCATIONAL COURSES

In Vocational Schools, the time allotted to the teaching of the practical subjects in any **one** of the Industrial, Agricultural, Home Economics, Commercial, or Art courses shall not be less than twenty-five per cent (25%) of the total time. In a time-table of a pupil exploring two vocational courses, the time allotted to the teaching of the practical subjects of those courses shall not be less than thirty-five per cent (35%) of the total time. Special vocational courses may be arranged with the approval of the Minister.

For grant purposes, a vocational pupil shall be one who is enrolled in any one of the foregoing vocational courses.

In the Industrial Course, Drafting is an obligatory shop subject.

## GRADE X

### GENERAL COURSE

| **Obligatory Subjects** | **Number of Periods** |
|---|---|
| English | 7 |
| Social Studies | 6 |
| Physical Education | 4 |
| **Options**—Any four or five of Mathematics, Science, Latin, French, Art or Music or Art and Music, Shop Work or Home Economics, Agriculture, Typewriting or Business Practice | 22 |

Note 1.—With the approval of the principal, a pupil who is not a candidate for an Intermediate Certificate may select fewer than four options.

Note 2.—In schools with Departments of Agriculture, a pupil taking both Agriculture and Shop Work may select five options.

Note 3.—The principal should make certain that the pupil in the General Course selects the options which are essential to the course he intends to pursue in Grades XI, XII and XIII.

Note 4.—**Re Prerequisite Options.** Standing in Mathematics or a language in Grade X is a prerequisite for the corresponding subject in Grade XI. Standing in Science, Art or Music or Art and Music, Shop Work or Home Economics, Agriculture, Typewriting or Business Practice in **either** Grade IX **or** Grade X is a prerequisite for the corresponding subject in Grade XI.

## INDUSTRIAL OR AGRICULTURAL COURSE

| Obligatory Subjects | Number of Periods |
|---|---|
| English | 7 |
| Social Studies | 5 |
| Physical Education | 4 |
| Mathematics | 5 |
| Science | 4 |
| Shop Work or Agriculture and Shop Work | 10 |
| **Options**—Any one of | |
| Art or Music or Art and Music, Drafting, French | 4 |

## HOME ECONOMICS COURSE

| Obligatory Subjects | Number of Periods |
|---|---|
| English | 7 |
| Social Studies | 5 |
| Physical Education | 4 |
| Home Economics | 14 |
| **Options**—Any two of | |
| Mathematics, Science, French, Art or Music or Art and Music, Typewriting or Business Practice | 9 |

## COMMERCIAL COURSE

| Obligatory Subjects | Number of Periods |
|---|---|
| English | 7 |
| Social Studies | 5 |
| Physical Education | 4 |
| Business Arithmetic | 3 |
| Commercial Subjects | 12-16 |
| **Options**—Any one or two of | |
| French, Shop Work or Home Economics, Art or Music or Art and Music, Science | 4-8 |

## ART COURSE

| Obligatory Subjects | Number of Periods |
|---|---|
| English | 7 |
| Social Studies | 5 |
| Physical Education | 4 |
| Art | 14 |
| **Options**—Any two of | |
| Mathematics, Science, Shop Work or Home Economics, French, Music, Typewriting or Business Practice | 9 |

## GRADES XI AND XII

### GENERAL COURSE

| Obligatory Subjects | Number of Periods |
|---|---|
| English | 7 |
| History | 5 |
| Physical Education | 4 |
| **Options**—Any three or four of Mathematics, Science or Agricultural Science, Geography, French, Latin, German, Greek, Spanish, Italian, Commercial Work, Shop Work or Home Economics, Art or Music or Art and Music, Agriculture | 23 |

Note 1.—The time allotted to any option which is taken for credit towards the Secondary School Graduation Diploma shall not be less than five periods.

Note 2.—For the school year 1951-52 and thereafter, **three** will be the minimum number of options required for the complete Secondary School Graduation Diploma. However, it is expected that many pupils will be able to obtain standing in **four** options.

### INDUSTRIAL OR AGRICULTURAL COURSE

| Obligatory Subjects | Number of Periods |
|---|---|
| English | 5 |
| History and Elements of Economics | 4 |
| Physical Education | 4 |
| Mathematics | 4 |
| Science or Agricultural Science | 4 |
| Shop Work or Agriculture and Shop Work | 14 |
| **Options**—Any one of Art or Music or Art and Music, Drafting, French | 4 |

### HOME ECONOMICS COURSE

| Obligatory Subjects | Number of Periods |
|---|---|
| English | 6 |
| History and Elements of Economics | 4 |
| Physical Education | 4 |
| Science or Agricultural Science or Art | 4 |
| Home Economics | 17 |
| **Options**—Any one of French, Mathematics, Music, Commercial Work, Science or Art (if not taken as an obligatory subject) | 4 |

### COMMERCIAL COURSE

| Obligatory Subjects | Number of Periods |
|---|---|
| English, including Correspondence | 7 |
| History and Elements of Economics | 4 |
| Physical Education | 4 |
| Commercial Subjects | 16-20 |
| **Options**—Any one or two of Mathematics, French, Art or Music or Art and Music, Science, Home Economics or Shop Work, Merchandising | 4-8 |

## ART COURSE

| Obligatory Subjects | Number of Periods |
|---|---|
| English | 5 |
| History | 4 |
| Physical Education | 4 |
| Art and Crafts | 22 |
| **Options**—Any one of Science, Mathematics, Shop Work or Home Economics, Music, French, Commercial Work | 4 |

## GRADE XIII

### Obligatory Subjects

English (Composition and Literature)
Physical Education

### Optional Subjects

History
Algebra or Mathematics of Investment
Geometry
Trigonometry and Statics
Botany
Zoology
Physics
Chemistry
Latin
French
French for French-speaking candidates
German
Greek
Spanish
Italian
Music
Accountancy Practice or Secretarial Practice

# CERTIFICATES AND DIPLOMAS

### Intermediate Certificate

An **Intermediate Certificate** will be granted, on the recommendation of the principal of a Collegiate Institute, a High, Continuation, or Vocational School, or on the recommendation of the principal of a Public or Separate School, with the approval of the inspector concerned, to a candidate who has completed successfully the programme of studies in Grades VII and VIII and one of the courses of study in Grades IX and X.

### Secondary School Graduation Diploma

A **Secondary School Graduation Diploma** will be granted, on the recommendation of the principal of a Collegiate Institute, a High, Continuation, or Vocational School, to a candidate who has completed successfully one of the courses of study in Grades XI and XII or such modifications of these courses as the Minister may approve at the beginning of the school year.

The various types of Secondary School Graduation Diploma are designated as follows:

General
Agriculture
Art
Commercial
- Accountancy
- General Business
- Merchandising
- Secretarial
- Special

Home Economics
- Food and Nutrition
- Clothing and Textiles
- Salesmanship
- Homemaking
- Hairdressing and Beauty Culture

Industrial
- Aircraft Mechanics
- Applied Electricity
- Applied Electronics
- Auto Mechanics

Industrial (continued)
- Chemistry
- Drafting—Architectural and Building Construction
- Drafting—Mechanical
- Fine Instrument Practice
- Foundry Practice
- Machine Shop Practice
- Mining
- Plumbing
- Printing
- Sheet Metal Practice
- Watch Making
- Welding
- Woodworking—Cabinet Making
- Woodworking—Carpentry
- Woodworking—General
- Woodworking—Pattern Making

Note 1.—The Minister may grant a Secondary School Graduation Diploma, with a designation depending upon the circumstances, to a candidate who has successfully completed three years of a course in one department followed by the successful completion of a year's work in another department, but only where the content of the fourth year's work is satisfactory to the Minister.

Note 2.—The Minister may grant a Secondary School Graduation Diploma to a candidate who has completed satisfactorily one of the courses of study prescribed for Grades XI and XII, other than the General Course, under a co-operative plan whereby part of the Grade XII course is taken in industry or business, provided that at the beginning of the school year the principal obtains the Minister's approval of such plan.

## PROVISION FOR PRIVATE-SCHOOL CANDIDATES

### for the Secondary School Graduation Diploma of the General Course

Note 1.—Where the principal of a private school applies to the Minister to have Secondary School Inspectors report upon his school with respect to the qualifications of the teachers and the standard of instruction in the subjects of Grades XI and XII of the General Course, the Minister will arrange for the inspection.

Note 2.—Upon the recommendation of the principal of a private school where the Inspectors have reported that the teaching and the work of the pupils are satisfactory, a Secondary School Graduation Diploma will be granted to a candidate who has completed successfully the courses of study in Grades XI and XII of the General Course.

## PROVISION FOR PRIVATE-STUDY CANDIDATES

### for the Secondary School Graduation Diploma of the General Course

Note 1.—Where a candidate—

(a) has prepared himself by private study for examination in a subject of Grades XI and XII of the General Course, and

(b) has obtained at least 50 per cent on tests set at the end of the school year by the principal of a secondary school or of a private school where the Inspectors have reported that the teaching and the work of the pupils are satisfactory.

the principal shall give him a statement on the school stationery certifying that he has completed successfully the course of study in Grades XI and XII in the subject concerned.

Note 2.—The candidate shall notify the principal not later than May 1st of his desire to take the tests, and thereupon the principal shall arrange for him to take the tests.

Note 3.—Where a private-study candidate has obtained from one or more principals evidence that he has completed successfully the course of study in Grades XI and XII in all the required subjects of the General Course, he should present this evidence to the principal of the school where he took the last of the tests.

Note 4.—Upon receipt of this evidence, the principal shall recommend him for a Secondary School Graduation Diploma of the General Course.

### Secondary School Honour Graduation Diploma.

A Secondary School Honour Graduation Diploma will be granted, on the recommendation of the principal of a Collegiate Institute, a High, Continuation, or Vocational School to a candidate who has—

(a) attended for at least one year in Grade XIII day classes of a secondary school, and

(b) obtained Grade XIII standing in English Composition and English Literature and in at least six papers chosen from the optional subjects.

Note.—Algebra or Mathematics of Investment, Geometry, Trigonometry and Statics, History, Physics, Chemistry, Botany, Zoology, Accountancy Practice or Secretarial Practice, and Music will each count as one paper; the languages will each count as two papers.

## Grades IX and X

### Note 1.—Intermediate Certificates

A candidate will be recommended by the principal for an Intermediate Certificate when he completes successfully the programme of studies in Grades VII and VIII and one of the courses of study in Grades IX and X.

No report will be made to the Department on behalf of a pupil at the end of Grade VII, VIII, or IX.

No report will be made to the Department on behalf of a Grade X pupil who is not, in June, 1952, entitled to an Intermediate Certificate.

The provisions with respect to the Intermediate Certificate place upon the principal concerned the responsibility for ascertaining that the candidate has completed successfully the work of Grades VII, VIII, and IX, even if he took all or part of that work in another school.

Therefore, it is imperative that a pupil who is changing schools at the end of Grade VII, VIII, or IX be provided with a definite statement indicating the extent to which he has mastered the course of the grade concerned.

### Note 2.—Guidance

The Grade IX Course of Study in Occupations is outlined in Circular I. 3, printed in 1950. In Grade X where provision has been made for Group Work in Guidance (Occupations) the course will be that outlined in Circular I. 3.

These courses may be modified, depending upon local conditions. This Group Work in Guidance will be in addition to the individual work carried on in all grades.

### Note 3.—Physical Education

The course in Physical Education and the related course in Health are included in one course known as Physical Education. Of the four periods per week allotted to this subject in each grade, three periods will be assigned to an activity programme either indoors or outdoors, and one period to classroom instruction. The revised course was printed in 1950.

Note 4.—**Discontinuance of Departmental Certificates of Grade XII Standing**
The issuance of Departmental Certificates showing Departmental standing in the subjects of Grades XI and XII was discontinued as of September 1st, 1950.

The Secondary School Graduation Diploma of the General Course will show the optional subjects in which standing has been obtained.

Note 5.—**Secondary School Graduation Diplomas**

A candidate will be recommended by the principal for a Secondary School Graduation Diploma when he completes successfully one of the courses of study in Grades XI and XII.
No report will be made to the Department on behalf of a pupil at the end of Grade XI.

The discontinuance of Departmental certificates showing Grade XII standing in subjects of Grades XI and XII places upon the principal concerned the responsibility for ascertaining whether the candidate has completed successfully the work of Grade XI, even if he took that work in another school.

Therefore, it is imperative that a pupil who is changing schools at the end of Grade XI be provided with a definite statement from his principal indicating the extent of his mastery of the work of Grade XI. Pupils should be warned to retain these statements for presentation to the principal concerned, particularly in the case of pupils who may be planning to do part of the work of Grades XI and XII as private-study candidates.

Note 6.—**No Provision for Supplemental Tests in Grade XII**

Decision regarding a candidate's eligibility for standing in a subject at the end of Grade XII shall be made only at the end of the school year. The decision shall be based upon the candidate's work during the year, or in the case of a privately-prepared candidate, upon the results of the principal's final tests which the candidate writes at the end of the school year.

That is, a pupil who fails to complete successfully the requirements for the Secondary School Graduation Diploma in June shall not be given an opportunity to complete the requirements before the end of the next school year.

Note 7.—**Guidance**

Where provision has been made in Grade XII for Group Work in Guidance (Occupations) the course will be that outlined in Circular H.S. 21 as revised in 1947.

With the approval of the Minister, these courses may be modified, depending upon local conditions. This Group Work in Guidance will be in addition to the individual work carried on in all grades.

Note 8.—**Physical Education**

The course in Physical Education and the related course in Health are included in one course known as Physical Education. Of the four periods per week allotted to this subject in each grade, three periods will be assigned to an activity programme either indoors or outdoors, and one period to classroom instruction. The revised course was printed in 1950.

Note 9.—**Commercial Courses**

In Commercial Departments of Collegiate Institutes and High and Continuation Schools, the prescribed courses for Grades X, XI, and XII are those of the Vocational Commercial Departments. If the number of pupils enrolled in Grades XI and XII of the Commercial Departments is too small to justify separate classes in History of Commerce and Economics, such pupils may be grouped with the classes in History of the General Course.

Note 10.—**Music and Art Options for Grades XI and XII, General Course**

For the Secondary School Graduation Diploma only **one** of the following options may be counted: Art,
Music,
Music and Art.

Note 11.—**History in Vocational Schools**

In Vocational Schools, classes in Grades XI and XII will take the course in History of Commerce and Industry.

Note 12.—**Shop Work of the Industrial Course, Grades XI and XII**

Shop Work in Grades XI and XII should conform to the pattern of major and related shops as outlined in Circular Tech. 40. Commercial Work may be substituted for one of the related shop courses.

Note 13.—**Grade XIII History**

The reduced course in Grade XIII History is continued for 1951-52 and reads as follows:

(1) For intensive study and Departmental examination requirements—Books 1, 2, 3, and chapters 25, 26, 31 to 34 inclusive, of Book 4 of the text "North America and the Modern World" (McInnis).

(2) For extensive study but not required for Departmental examination, the remainder of Book 4 of the same text.

Note 14.—**Physical Education**

The course in Physical Education and the related course in Health are included in one course known as Physical Education. Three periods per week are allotted to this subject. These periods are to be assigned to an activity programme. The revised course was printed in 1950.

Note 15.—**Mathematical Tables for Grade XIII**

At the Departmental examinations in Algebra, Geometry, Trigonometry and Statics, if mathematical tables are required, the 5-figure tables published by the Ryerson Press shall be used. At the Departmental examination in Mathematics of Investment, if mathematical tables are required, the 7-figure tables issued by the Department of Education shall be used.

In order that candidates may not be handicapped in writing Departmental examinations, principals might well encourage the use of the proper tables by their classes throughout the year.

Note 16.—**Slide Rules**

A candidate shall not be permitted to use a slide rule on any Departmental examination.